

UNITED STATES COURT OF APPEALS

Office of the Clerk

April 22, 1998

VACANCY ANNOUNCEMENT

POSITION TITLE: PERSONAL COMPUTER COORDINATOR
SALARY RANGE: To CL-27 (\$32,148 - \$52,234)
depending on experience, current salary and qualifications.
LOCATION: UNITED STATES COURTHOUSE, FOLEY SQUARE, NY, NY
CLOSING DATE: UNTIL FILLED

POSITION OVERVIEW:

The PC Coordinator provides automation support to the Judges, Clerk, and other court units. Some of those duties include: preparing user documentation and training materials; providing telephone assistance on the subjects of WordPerfect, and cc:Mail; providing training assistance to first-level support staff of other court units; coordinating with service vendors; attending conferences and visiting sites when necessary.

REQUIREMENTS:

Applicants must have at least two years of experience with Novell, WordPerfect 6.x/7, and Windows 95. Project management skills are desirable. Willingness and ability to travel is required.

EDUCATIONAL SUBSTITUTION:

Educational in law, public administration and computer science may in some instances be substituted for general or specialized experience.

NOTE: In applying for the above-named position, each applicant should include a written statement identifying the knowledge, skills and abilities he or she can bring to the position.

PLEASE SEND YOUR RESUME OR APPLICATION TO:

Office of the Clerk
U.S. Court of Appeals, Second Circuit
40 Foley Square, Room 1640
New York, N.Y. 10007
Attn: Personnel
or Fax: 212-857-8686

APPLICANTS MUST BE UNITED STATES CITIZENS.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.